**EXECUTIVE ASSISTANT JOB DESCRIPTION**

|  |
| --- |
| **EMPLOYER INFORMATION** |

**Name**: CREDIT REPORTING BUREAU INC.

**Address**: 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone**: 333-333-3333

**E-Mail**: CREDIT@CREDITREPORT.COM

|  |
| --- |
| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: EXECUTIVE ASSISTANT

**Reports to**: DON HO

**Job Location**: LOS ANGELES, CA

**Start Date**: SEPTEMBER 29, 2021

**Job Type**:  Full-time  Part-time  Independent Contractor  Intern

**# of Hours**: 40 Hours per week

|  |
| --- |
| **JOB DESCRIPTION** |

Credit Reporting Bureau Inc. is seeking an executive assistant to the Chief Executive Officer. This individual will assist with the recruitment and supervision of office staff, in addition to performing other administrative and clerical tasks.

|  |
| --- |
| **RESPONSIBILITIES AND DUTIES** |

|  |  |
| --- | --- |
| * Scheduling meetings | * Monitoring budgets |
| * Drafting agendas | * Maintaining filing systems |
| * Managing correspondence | * Assisting with recruitment |
| * Making travel arrangements | * Overseeing office staff |

|  |
| --- |
| **QUALIFICATIONS / REQUIREMENTS** |

|  |  |
| --- | --- |
| * Bachelor’s degree * Experience overseeing budgets | * Trustworthy * Excellent communication skills |